

User Manual for the Kyoto iUP Online Application System

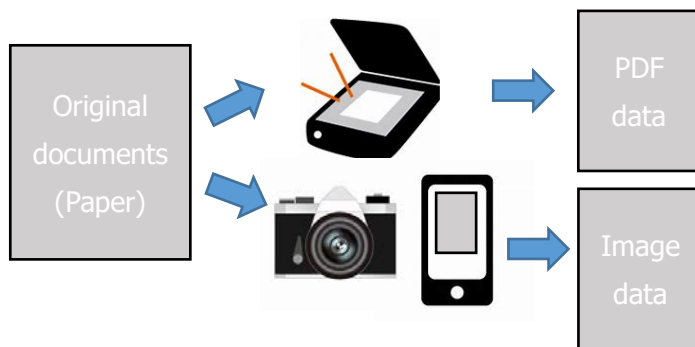
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1. Equipment needed for the online application

(1) A personal computer which is connected to the internet

The online application cannot be made using a smartphone.

(2) A scanner, which can make digital copies of written or printed documents such as school transcripts, certificate of graduation, test results, etc. If you cannot use a scanner, a picture taken with a digital camera (or smartphone camera) is also acceptable. Image resolution should be good enough so that all letters can be read.



2. Before you begin entry of data for the online application

- We recommend that you prepare all the required documents and information before you begin to enter data for the online application.
- It will take some time to complete all sessions. You do not need to complete all sessions at one time.
- Each session has a "Next" button. If you press "Next", the information entered in that session will be saved automatically. In addition, you can save data at any time by pressing the "Save" button. The saved data can be changed afterward.
- You can log out at any time. When you log in again, you can continue data entry with the saved data.
- If you want to change the data you entered in the previous session, you can go back to the previous session by pressing the "Back" button. After you change the data, please make sure to press the "Next" or "Save" button. Doing this will replace the previously entered data with the new data.
- You will be automatically logged out after 30 minutes of inactivity. Please make sure to press the "Save" button before you leave your seat. Also, press the "Save" button if you have not entered any data for more than 30 minutes.
- If you press the "Complete" button at the end of the final session, in principle, you cannot change any data later. Please make sure that all information is correct before pressing the "Complete" button.
- The required information and documents for the online application are shown below.

3. List of information and files you need to prepare

(Supported file formats)

①	Digital identification photograph	File upload	JPEG/JPG
②	Copy of passport	File upload	JPEG/JPG, PNG, GIF, PDF
③	Application fee payment certificate	File upload	JPEG/JPG, PNG, GIF, PDF
④	School transcripts	File upload or Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑤	Certificate of graduation/ expected graduation (Form A)	File upload or Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑥	Evaluation (Form B) <ul style="list-style-type: none"> • Evaluator's name • Evaluator's email 	Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑦	English proficiency test results or English Proficiency Evaluation Form (Form C) <ul style="list-style-type: none"> • Examination place • Examination date • Score 	Information	
		File upload or (Form C) Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑧	Standardized test results <ul style="list-style-type: none"> • Name of Test • Test date • Subject/Level/Composite/Average • Organization • Score/Grade 	Information	
		File upload or Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑨	Essay (Form D)	File upload	DOC/DOCX
⑩	Selection of faculty and department (up to three choices)	Information	
⑪	Personal information	Information	
⑫	Primary/Secondary and Higher Education <ul style="list-style-type: none"> • School Name • Phone No • Country/Region • Address • Website URL • Enrollment period 	Information	
		Information	
⑬	JLPT test score (if applicable) <ul style="list-style-type: none"> • Examination place • Level • Examination date 	Information	
		File upload	JPEG/JPG, PNG, GIF, PDF
⑭	Awards or Extracurricular activities (if applicable) <ul style="list-style-type: none"> • Name of the activities • Supervisor's name and contact information • Period 	Information	
		File upload	JPEG/JPG, PNG, GIF, PDF

4. Create an account

The screenshot shows the 'Online Application System for Kyoto iUP' login page. At the top, there are logos for 'iup' and 'KYOTO UNIVERSITY International Undergraduate Program'. Below the header, the application period is listed as '2018.11.15 - 2018.12.28'. There are input fields for 'E-mail address' and 'Password', a 'Login' button, and a link for 'Create an account' which is circled in red. A blue line points from the 'Create an account' link to the instruction 'Click on "Create an account"'.

Click on "Create an account".

The screenshot shows the 'Create an account' page. It includes a note: 'If you press "next", an e-mail containing a link to verify your e-mail address will be sent to the address you entered.' There are two input fields for 'E-mail address' and 'E-mail address(Repeat)', both of which are circled in red. Below the fields are 'Back' and 'Next' buttons. A blue line points from the email input fields to the instruction 'Enter your email address.'

Enter your email address.

The screenshot shows an email verification message from 'office@iup.kyoto-u.ac.jp' dated '2018/10/18, 5:36'. The message asks the user to click a link to verify their email address. The URL 'http://kuiup-dev.r...' is circled in red. A blue line points from the URL to the instruction 'Click the URL stated on the email.'

You will receive an email to verify your email address.
Click the URL stated on the email.

Create an account

Create your account for the Kyoto IUP Online Application System. Please enter the following information.

Name of applicant

Date of birth

Make your password with 8-32 characters.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus dolor elit, dapibus at maximus id, tempus quis orci. Quisque aliquam, lorem et vulputate elementum, massa risus dictum urna, at elementum dui eros sed tellus.

- Avoid using information that others might know about you or could easily find out. Examples:
 - Your name
 - Your family members' name
 - Your birthday
- Avoid using words that you can find in a dictionary.
- Combine different types of characters (letters and numbers)
- Don't reuse passwords which are used for other services.
- Don't use passwords which you've used before.

Password

Confirm password

Password (Repeat)

[< Back](#) [Clear](#) [Next >](#)

Enter your name, date of birth, and password.

Regarding the date of birth, you should follow the rule "YYYY-MM-DD" (including hyphen). (Ex. 2021-01-01)

You can log-in to the online application system with your ID (email) and password.



Create an account

Please confirm the information.

Name of applicant

Date of birth

E-mail address

Password

[< Back](#) [Send](#)



Create an account

Your Kyoto IUP account has been created.

[Back to Login](#)

5. Home

KYOTO UNIVERSITY
International Undergraduate Program

[Application Guidelines](#) [User Manual](#)

Please make sure to refer to these guidelines when you apply through this system.

Message(s) from admissions office

Not Completed [Application](#)

Not Completed [Document Upload](#)

Please enter all the necessary information in the "Application" section, and upload all the required documents in the "Document Upload" section. After completing two sections, please press the "Complete" button to complete your application procedure.

[Complete](#)

HOME

If you have any questions, please contact the Kyoto iUP Admissions Office via the [inquiry form](#).

Application Guidelines ----- You can download the Application Guidelines 2022 here.
Please make sure to read it before you begin to enter data for the online application.

You can find the same one on Kyoto iUP website.

User Manual ----- You can download the User Manual for the Kyoto iUP Online Application System here.
Please make sure to read it before you begin to enter data for the online application.

You can find the same one on Kyoto iUP website.

Message from admissions office --- You can read and reply messages from the Kyoto iUP Admissions Office. This function will be available after the application is closed.

Application ----- Enter all necessary information in this section. Some documents such as JLPT score sheet and additional information (if applicable) can be uploaded on this section.

Document upload----- All necessary documents must be uploaded on this section.

Complete ----- The "Complete" button will appear when you complete both "Application" and "Document upload" sections. Your online application will be completed by pressing this button.

6. Application - Background



Background

High School Information

Name of High School (upper secondary school) from which you will graduate/graduated *

Country *

(Expected) Graduation date *

Enter information on the high school you currently attend or have most recently attended.

Educational History

Schools attended in reverse chronological order, starting with your current/most recent school (extending back to primary school). Please state your expected graduation date in the column "To" if applicable.

*For secondary education institutions, all items are mandatory. For primary education institutions, only "Name of school" and "Country/Region" are mandatory.

Primary/Secondary education

1*	Period From	Period To	Name of school	Address	Phone	Country/Region	URL	Primary/Secondary
	<input type="text" value="YYYY-MM"/>	<input type="text" value="YYYY-MM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CountryC"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Primary education <input checked="" type="radio"/> Secondary education
2*	<input type="text" value="YYYY-MM"/>	<input type="text" value="YYYY-MM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CountryC"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Primary education <input checked="" type="radio"/> Secondary education
3	<input type="text" value="YYYY-MM"/>	<input type="text" value="YYYY-MM"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CountryC"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Primary education <input checked="" type="radio"/> Secondary education

Total number of years of primary and secondary education

Enter your educational history starting with **most recently** attended "Secondary/High School".

If you currently attend University/College, information on the University/College must be entered in the "Education after graduating the secondary school" section below.

Example:

Info1: High school



Info2: Junior high school



Info3: Elementary school

Regarding the URL of your school, if your school does not have websites, please put the URL of Kyoto iUP website.

Education after graduating the secondary school (University, College, Language School, etc.) (if applicable)

Period From Name of school Student type



Employment/Internship Experience

Employment record (if applicable). Please state professional work only.

1
 Period From Name of employer
 Period To Address Position
 Phone

Internship(s) (if applicable)

1
 Period From Name of employer
 Period To Address Position
 Phone

7. Enter information on the English proficiency test scores

Language Proficiency

English proficiency test scores *

Please select the test type and enter the required information below. Also, you are required to upload the score sheet in the "Document Upload" section. At the same time, you are required to make the following arrangements so that the admissions office can verify the results by referring to an original copy of the official score report.

test scores

If applicants upload a copy of their score report at the "Document Upload" section, no further action is required.

Examination place *

Examination date *

If you took a test at home, enter "Home" in "Examination place".

8. Enter information on the results of standardized tests



Standardized Tests

Results of standardized tests

Please enter the required information below. Furthermore, you are required to upload the score sheet in the "Document Upload" section. You must also make the necessary arrangements to ensure that the admissions office receives an original (hard) copy of the official score report (as detailed in the instructions in Appendix 1).

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	Submit later
<input type="text" value="EJU"/> <input type="text" value="JASSO"/> <input type="text" value="2018-06"/> <input type="text" value="Science-Ph"/> <input type="text" value="90"/> <input type="checkbox"/>					
<input type="text" value="EJU"/> <input type="text" value="JASSO"/> <input type="text" value="2018-06"/> <input type="text" value="Science-Ch"/> <input type="text" value="90"/> <input checked="" type="checkbox"/> <input type="button" value="Delete"/>					
<input type="text" value="EJU"/> <input type="text" value="JASSO"/> <input type="text" value="2018-06"/> <input type="text" value="Math2"/> <input type="text" value="190"/> <input checked="" type="checkbox"/> <input type="button" value="Delete"/>					
<input type="text" value="EJU"/> <input type="text" value="JASSO"/> <input type="text" value="2018-06"/> <input type="text" value="Japanese-L"/> <input type="text" value="110"/> <input checked="" type="checkbox"/> <input type="button" value="Delete"/>					
<input type="text" value="EJU"/> <input type="text" value="JASSO"/> <input type="text" value="2018-06"/> <input type="text" value="Japanese-R"/> <input type="text" value="110"/> <input checked="" type="checkbox"/> <input type="button" value="Delete"/>					

Enter the information on your standardized test results. Use one line per subject.

Check a box if you cannot submit the result by the application deadline.

Press the "Add" button to add lines if necessary.

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<Examples>

In case of SAT (Scholastic Assessment Test)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
<input type="text" value="SAT(Reasoning)"/> <input type="text" value="The college board"/> <input type="text" value="2018-10"/> <input type="text" value="Total Score"/> <input type="text" value="1510"/>				
<input type="text" value="SAT(Reasoning)"/> <input type="text" value="The college board"/> <input type="text" value="2018-10"/> <input type="text" value="Reading and writing"/> <input type="text" value="730"/>				
<input type="text" value="SAT(Reasoning)"/> <input type="text" value="The college board"/> <input type="text" value="2018-10"/> <input type="text" value="Math"/> <input type="text" value="780"/>				
<input type="text" value="SAT(Subjects)"/> <input type="text" value="The college board"/> <input type="text" value="2018-11"/> <input type="text" value="Chemistry"/> <input type="text" value="780"/>				
<input type="text" value="SAT(Subjects)"/> <input type="text" value="The college board"/> <input type="text" value="2018-11"/> <input type="text" value="Physics"/> <input type="text" value="800"/>				
<input type="text" value="SAT(Subjects)"/> <input type="text" value="The college board"/> <input type="text" value="2018-11"/> <input type="text" value="Mathematics Level 2"/> <input type="text" value="780"/>				

Example

☐ In case of ACT (American College Testing)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
ACT	ACT	2018-10	Composite	34
ACT	ACT	2018-10	Math	35
ACT	ACT	2018-10	Science	33
ACT	ACT	2018-10	Stem	34
ACT	ACT	2018-10	English	35
ACT	ACT	2018-10	Reading	34

A

☐ In case of GCE A-level (General Certificate of Education Advanced Level)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
GCE A-level	Cambridge	2018-06	Chemistry	A*
GCE A-level	Cambridge	2018-06	Mathematics	A
GCE A-level	Cambridge	2018-06	Physics	A

A

You can enter predicted scores.

☐ In case of IB (International Baccalaureate)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
IB	International Baccalaureat	2019-05	Chemistry HL	7
IB	International Baccalaureat	2019-05	Mathematics HL	6
IB	International Baccalaureat	2019-05	Physics HL	6
IB	International Baccalaureat	2019-05	Biology SL	7
IB	International Baccalaureat	2019-05	Information technology SL	6
IB	International Baccalaureat	2019-05	Language ab initio SL	7
IB	International Baccalaureat	2019-05	Core elements	3
IB	International Baccalaureat	2019-05	Total	42

A

You can enter predicted scores.

In case of EJU

Do not forget to upload your test voucher in the "Document Upload" page.

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	SI
EJU []	JASSO	2018-06	Science-Ph	90	
EJU []	JASSO	2018-06	Science-Ch	90	
EJU ABC	JASSO	2018-06	Math2	190	
EJU []	JASSO	2018-06	Japanese-L	110	

In case of AP

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	SI
AP []	CollegeBoard	2021-05	Chemistry	3	
AP []	CollegeBoard	2021-05	Psychology	5	

In case of Other

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	SI
Other HKDSE	Hong Kong Examinations	2020-03	Chemistry	5*	
Other ESAT	College Entrance Examin	2021-01	Mathematics	N/A	
[]	[]	YYYY-MM	[]	[]	

When you choose "Other" in "Name of Test", enter the name of your test directly in the box below.

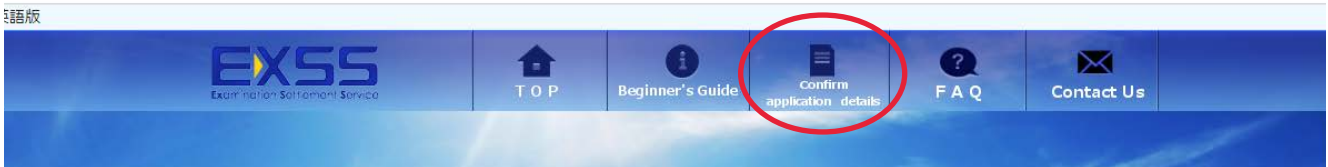
If your score has not been available yet, enter "NA" in "Score/Grade".

9. Application Fee Payment

Please follow the instructions on the screen.

Do not forget to keep the "Payment Certificate for Examination Fee*" after completing the payment. You are supposed to be required to upload the certificate to the "Document Upload" page.

The certificate can be obtained from "Confirm application details" in the top of "TOP" page in EXSS website.



Checking Application Content > List of Application Contents

The screenshot shows the 'Application Content Details' page. The 'Payment Method' section is highlighted with an orange bar. Below it, a table displays payment details:

Payment Method	Credit Card
Payment Status	Paid In
Payment Type	CANIS
Date of Payment Receipt	2021/10/22 08:36

A blue button labeled 'Payment certificate PDF output' is circled in red. Below the table is a 'Back' button.

*Sample of "Payment Certificate for Examination Fee"

The sample document is titled 'Handling instructions for the "Payment Certificate for Examination Fee"'. It includes the following text:

If you need to paste the "Payment Certificate for Examination Fee" to the application documents, please cut out the certificate below, and attach it to the designated position on the application documents.

The document shows a physical certificate being cut out and placed on a document. Below this, there is a sample of the certificate itself with the following fields:

* Payment Certificate for Examination Fee *
Kyoto IUP
Preparatory course ¥5,000
Reference number :
Date :
Telephone number :
Payment date :

10. Document upload

Document Upload

Not Completed	Digital identification photograph *	(Taken within the last six months with no hat or head covering unless there is a religious or medical reason)	Reference Acceptable file format: JPEG/JPG
Not Completed	Copy of Passport *		Reference Acceptable file format: JPEG/JPG, PNG, GIF, PDF
Not Completed	Application fee payment certificate *	Please make a payment for the application fee by either credit card or bank transfer in advance referring to the payment guidelines. After the payment is completed, please upload the evidence of payment on this page.	Reference Acceptable file format: JPEG/JPG, PNG, GIF, PDF
Not Completed	School Transcripts *	Please upload the school transcripts. Alternatively, you can request your school to upload the transcripts.	Reference Acceptable file format: JPEG/JPG, PNG, GIF, PDF Request your school to upload the documents
Not Completed	Certificate of graduation / expected graduation *	Please upload the certificate of graduation/expected graduation. Alternatively, you can request your school to upload the certificate.	Reference Acceptable file format: JPEG/JPG, PNG, GIF, PDF Request your school to upload the documents
Not Completed	Evaluation *	Please request your school to upload the Evaluation (Form B).	Request your school to upload the documents
Not Completed	English proficiency test results	Please upload a copy of your test results. Alternatively, if you are a native speaker of English or have/will have completed your secondary education in English, please request your school to upload the Form C.	Reference Acceptable file format: JPEG/JPG, PNG, GIF, PDF Request your school to upload the documents
Not Completed	Standardized test results *	Please upload a copy of your test results. Alternatively, in case that applicants themselves are not allowed to see the test result (ex. The school does not allow the student to see the IB/A-level predicted scores issued by the school), you can request your school to upload the documents. If you cannot submit any score at this moment, please select "Cannot submit any score" and state the reason.	Reference Acceptable file format: JPEG/JPG, PNG, GIF, PDF Request your school to upload the documents Cannot submit any score
Not Completed	Essay (Form D) *	Please upload the essay (Form D).	Reference Acceptable file format: JPEG/JPG, PNG, GIF, PDF

[< HOME](#)

- All of the documents listed in this section must be uploaded to complete your application.
- To send a request to your school to upload the documents, please enter information on a box shown below and press "OK". An email with the URL link to the upload page of the Online Application System will be sent to the email address which you entered.

[Reference](#) Acceptable file format: JPEG/JPG, PNG, GIF, PDF

Please enter following information of the person to whom you send a request.

Name

E-mail address

Message (if any)

[Cancel](#) [OK](#)

[Reference](#) Acceptable file format: JPEG/JPG, PNG, GIF, PDF

[Request your school to upload the documents](#)

Completed at 20191028	School Transcripts *	Reference Acceptable file format: JPEG/JPG,PNG,GIF,PDF
	Please upload the school transcripts . Alternatively, you can request your school to upload t	Reference Acceptable file format: JPEG/JPG,PNG,GIF,PDF
	Requested to Kyoto iUP <[redacted]@kyoto-u.ac.jp>	
	Uploaded at 20191028	
	Requested to Kyoto iUP office <[redacted]@kyoto-u.ac.jp>	
	Request your school to upload the documents	
Not Completed	Certificate of graduation / expected graduation *	Reference Acceptable file format: JPEG/JPG,PNG,GIF,PDF
	Please upload the certificate of graduation/expected graduation. Alternatively, you can request your school to upload the certificate.	

The status of the documents are shown as "Uploaded at 2020****" when the documents have been uploaded to the Online Application System.

- The status of each document changes from "Not completed" to "Completed" when one of the documents has been uploaded to the system.
- If you requested more than one school to upload the documents, please make sure all of the documents which you requested have been uploaded to the Online Application System before you complete the application.
- If your request email does not reach your school, please ask your school to try the following steps:
 - Check their Junk Email folder just in case the email got delivered there, not to the inbox.
 - Add "office@iup.kyoto-u.ac.jp" to their personal safe sender settings so they can receive the email.
 - Use another email address. It has been confirmed that the accounts of Hotmail, Gmail, and Yahoo mail work well to receive emails sent from the Online Application System.